



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: June 14, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Fire Department
 - Two Lieutenants
 - One Fire Engineer

Public Works

- Projects:
 - The contractor for the LC-17 project is working on completing the work on El Verde Street, finishing creek slopes, grading the creek bottom, pouring concrete on channel # 2, working on punch list items on El Verde Street, completing the sewer tie in at Bandera Road, preparing to install the block wall in the creek bottom, and finishing the grading of channel # 1. The project's projected end date is now in July, due to the recent rains, with 30 days allotted for punch-list completion.
 - The City Engineer has finalized plans for the bio-swale to be installed at Raymond Rimkus Park Forest Meadow entrance. The project is being bid and work is to start right after the 4th of July event. Provisions will be made to keep the entrance open to the Community Gardeners.
 - The City Engineer has finalized the documents for the Grass Hill well plant generator. The bids were opened on June 11th and will now go to Council for approval.
 - The City Engineer is finalizing the Huebner at Balky crosswalk bid documents. The bids are ready to be advertised.
 - Staff and the City Engineer revised the MS4 Stormwater Plan and submitted it to the regulatory authorities.
 - Staff continues to meet with Waterworth software technicians to review water and sewer needs for capital planning purposes. We are in the process of creating an Infrastructure Capital Plan for the water and sewer system to be used for the next 20 years.
 - Staff is working on designs for the custom art proposed for the bus shelters at the library and the park.
 - Staff is working with CPS Energy and ChargePoint on a proposal to install electric vehicle charging stations at certain areas in the city. We expect to bring this idea to Council in July.
 - Staff is working on the procedures for citizens to apply for the new rain barrel and xeriscaping rebate program. The program will give a \$40 water bill credit to people who install rain barrels at their residences and \$100 credit for people who install at least 200 square feet of xeriscaping,

replacing the grass. The Plumbing Code is being revised to exempt rain barrels that are not connected to the City's water supply and are less than 400 gallons.

- The City won the Project of the Year award from the American Public Works Association for the Evers Road Bridge in the "projects over \$2 million and under \$5 million".
- Year 1 Street Maintenance Project is almost complete. The contractor is working in Shadow Mist and The Ridge at Leon Valley to complete the sidewalk repairs.
- The City Engineer has finalized the plans for the Blacksmith and Wagon Spoke water and sewer main replacement project, and bids have been advertised. This is part of a CDBG grant program.
- Staff is working on a cost sharing project with Bexar County to replace a portion of the water main, and then mill and overlay El Verde Road, once the LC-17 construction has been completed.
- Preparing to enhance the crosswalk on Evers in front of the library. Thermoplastic signs will be placed in the street in both directions, rumble strips will be installed, and signage will be placed farther away from the crosswalk.
- Shade structures for the large playground at Raymond Rimkus Park were delayed by the contractor but have finally arrived. They are being stored at Public Works until the contractor can perform the work to install them – this work will be performed after the 4th of July event at the park.
- Constructing walking path at The Ridge at Leon Valley Park.
- Continuing to clean out tributary between William Rancher and Samaritan roads, weather permitting.
- Continuing construction on pavilion at The Ridge at Leon Valley Park.
- In the process of street sweeping entire city. They will come back and get any spots missed after the entire city is complete.
- Repairing sprinklers at City Hall.
- Preparing to take water samples.
- Creating water and sewer main replacement plan.
- Waiting on delivery of the new flatbed truck.
- Training
 - The Maintenance Crew Leader is studying to become a Certified Playground Inspector and a Certified Pool Operator next week.
 - Crew member will be taking Pest Control classes in order to obtain the license.
 - Continuing Education classes for the Water Crew will be on July 24 to the 26th at Shavano Park.

Police Department

Please see below information on police activity over the listed period. Have a great day!

- Arrest
 - 55-27-19 – 6400 Bandera Rd. – Disturbance – One arrested for Lewd Conduct – Vehicle Impounded
 - 5-27-19 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 5-28-19 – Evers @ Althea – Abandoned Vehicle – Vehicle Impounded
 - 5-29-19 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
 - 5-30-19 – 7200 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 5-30-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 5-30-19 – 6200 Setting Sun – Emergency Detention – One arrested/released at hospital
 - 5-30-19 – 5700 Bandera Rd. – Public Intoxication – One arrested/released at Detox Unit
 - 5-31-19 – 6100 Rue Marylyn – Violation of City Ordinance (Inoperable vehicle) – Vehicle Impounded
 - 6-01-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 6-02-19 – 5600 Grissom Rd. – Wanted Person – One arrested on active warrant
 - 6-02-19 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital

- 6-03-19 – 6000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-03-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-04-19 – 6000 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 6-04-19 – 5300 Wurzbach Rd. – Theft < \$100 – One arrested/cited/released
- 6-04-19 – 6200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-05-19 – 5600 Bandera Rd. – Theft < \$100 – Two arrested/cited/released
- 6-06-19 – 5400 Evers Rd. – Theft < \$100 – One arrested for offense and Possession of a Controlled Substance
- 6-06-19 – 5600 Evers Rd. – Emergency Detention – One arrested/released at hospital
- 6-06-19 – 6800 Poss Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-06-19 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-06-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-07-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-07-19 – 5600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-07-19 – 7300 Reindeer Trail – Traffic Stop One cited/released – Vehicle Impounded
- 6-07-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-07-19 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-07-19 – 6000 Bandera RD. – Traffic Stop – One cited/released – Vehicle Impounded
- 6-08-19 – 6000 Grissom Rd. – Wanted person – One arrested on active county warrant
- 6-09-19 – 5600 Evers Rd. – Emergency Detention – One arrested/released at hospital
- Significant Calls
 - 5-27-19 – 6900 Sunlight – Found open garage door
 - 5-27-19 – 6400 Bandera Rd. – Assault/Bodily Injury
 - 5-27-19 – 6600 Forest Leaf – Violation of City Ordinance
 - 5-27-19 – 6800 Bandera Rd. – Burglary of a Building
 - 5-28-19 – 6200 Grissom Rd. – Theft \$100-750
 - 5-28-19 – 6300 Bandera Rd. – Crash
 - 5-28-19 – 7000 Bandera Rd. – Alarm
 - 5-28-19 – 7000 Bandera Rd. – Found open door (business)
 - 5-28-19 – 5700 Bandera Rd. – Crash
 - 5-29-19 – 6300 Bandera Rd. – Found open garage door
 - 5-29-19 – 5600 Bandera Rd. – Theft
 - 5-29-19 – 6000 Bandera Rd. – Alarm
 - 5-29-19 – 6300 Bandera Rd. – Alarm
 - 5-29-19 – 6400 Bandera Rd. – Crash
 - 5-29-19 – 6500 Seneca – Violation of City Ordinance
 - 5-29-19 – 6400 Bandera Rd. – Crash
 - 5-29-19 – 6000 Rue Sophie – Violation of City Ordinance
 - 5-29-19 – 6700 Bandera Rd. – Forgery
 - 5-30-19 – 5600 Evers Rd. – Criminal Mischief
 - 5-30-19 – 7000 Bandera RD. – Crash
 - 5-30-19 – 5300 Wurzbach Rd. – Criminal Trespass
 - 5-30-19 – 5600 Bandera Rd. – Hit and Run Crash
 - 5-30-19 – 7600 Linkview – Found open vehicle door
 - 5-30-19 – 5600 Evers Rd. – Theft \$750-2500
 - 5-31-19 – 6400 Grissom Rd. – Theft of a Vehicle
 - 5-31-19 – 6400 Rue Francois – Violation of City Ordinance
 - 5-31-19 – 6500 Bandera Rd. – Burglary of a Building
 - 5-31-19 – 7000 Bandera Rd. – Crash
 - 5-31-19 – 5900 NW Industrial – Burglary of a Building
 - 5-31-19 – 6700 Blacksmith – Found open garage door

- 5-31-19 – 6500 Bandera Rd. – Crash
- 5-31-19 – 5200 Savory Glen – Violation of City Ordinance
- 5-31-19 – 6000 Walking Gait – Crash
- 5-31-19 – 6200 Walking Gait – Dog bite
- 5-31-19 – 7000 Bandera Rd. – Hit and Run Crash
- 5-31-19 – 6500 Bandera Rd. – Crash
- 5-31-19 – Evers Rd. @ Seneca – Crash
- 5-31-19 – 5622 Evers Rd. – Theft
- 5-31-19 – 5600 Bandera Rd. – Crash
- 6-01-19 – 7000 Bandera Rd. – Crash
- 6-01-19 – 5600 Bandera Rd. – Theft
- 6-01-19 – 6400 Bandera Rd. – Burglary of a Habitation
- 6-01-19 – Bandera Rd. @ El Verde – Crash
- 6-01-19 – 5900 Bandera Rd. – Crash
- 6-01-19 – 6700 Poss Rd. – Crash
- 6-01-19 – 5600 Bandera Rd. – Alarm
- 6-01-19 – 7000 Autumn Chase – Crash
- 6-01-19 – 7200 Bridle Path – Suspicious person
- 6-01-19 – 5600 Evers Rd. – Theft
- 6-01-19 – 5700 Evers Rd. – Hit and Run Crash
- 6-01-19 – 6200 Grass Valley – Theft \$750-2500
- 6-02-19 – 6200 Forest Rose – Theft \$100-750
- 6-02-19 – 5600 Bandera Rd. – Crash
- 6-02-19 – 5900 Bandera Rd. - Crash
- 6-02-19 – 6000 Grissom Rd. – Theft
- 6-02-19 – 6700 Cherryleaf – Violation of City Ordinance
- 6-02-19 – 6600 Cherryleaf – Violation of City Ordinance
- 6-03-19 – 5900 Bandera RD. – Criminal Trespass
- 6-03-19 – 6800 Bandera Rd. – Crash
- 6-03-19 – 6500 Bandera Rd. – Crash
- 6-03-19 – 5600 Evers Rd. – Suspicious person
- 6-03-19 – 6100 Bandera Rd. – Suspicious person
- 6-03-19 – 6400 Stable – Alarm
- 6-03-19 – 6400 Evers Rd. – Suspicious vehicle
- 6-03-19 – 6100 Bandera Rd. – Suspicious activity
- 6-03-19 – 6000 Bandera Rd. – Crash
- 6-04-19 – 5600 Bandera Rd. – Crash
- 6-04-19 – 7100 Tea Leaf – Crash
- 6-04-19 – 7200 Bandera Rd. – Crash
- 6-04-19 – 7500 Linkwood – Theft < \$100
- 6-04-19 – 7200 Poss Rd. – Alarm
- 6-04-19 – 6000 Bandera Rd. – Alarm
- 6-04-19 – 5600 Bandera Rd. – Criminal Trespass
- 6-04-19 – 5900 Bandera Rd. – Crash
- 6-04-19 – 6000 Bandera Rd. – Theft < \$100
- 6-05-19 – 6100 Bandera Rd. – Crash
- 6-05-19 – 7700 Deer Ln. – Suspicious vehicle
- 6-05-19 – 7200 Forest Mont – Assault
- 6-05-19 – 6100 Bandera Rd. – Alarm
- 6-05-19 – 5400 Bandera Rd. – Alarm
 - 6-05-19 – 7000 Forest Meadow – Crash

- 6-05-19 – 6200 Grissom Rd. – Crash
- 6-06-19 – 6400 Evers Rd. – Crash
- 6-06-19 – 6800 Linkway – Burglary of a Habitation
- 6-06-19 – 4900 NW Industrial – Suspicious vehicle
- 6-06-19 – 7000 Forest Crest – Found open door
- 6-06-19 – 6400 Bandera Rd. – Hit and Run Crash
- 6-06-19 – 5400 Grissom Rd. – Theft \$2500-30,000
- 6-07-19 – 5900 Bandera Rd. – Crash
- 6-07-19 – 6400 Bandera Rd. – Criminal Trespass
- 6-07-19 – 5900 Bandera Rd. – Crash
- 6-07-19 – 5900 Wurzbach Rd. – Suspicious vehicle
- 6-07-19 – 5600 Bandera Rd. – Crash
- 6-07-19 – 6700 Bandera Rd. – Theft < \$100
- 6-07-19 – 5600 Bandera Rd. – Crash
- 6-07-19 – 5600 Bandera Rd. – Hit and Run Crash
- 6-08-19 – 5300 Wurzbach Rd. – Theft of a Vehicle
- 6-08-19 – 6600 Poss Rd. – Crash
- 6-08-19 – 5600 Bandera Rd. – Crash
- 6-08-19 – 7000 Weathered Post – Theft \$100-750
- 6-08-19 – 6700 Bandera Rd. – Theft < \$100
- 6-08-19 – 5300 Ellerby – Found open door
- 6-08-19 – 5200 Savory Glen – Found open door
- 6-08-19 – 6300 Parsley Hill – Found open door
- 6-08-19 – 6900 Pecan Acres – Found open door
- 6-08-19 – 5600 Bandera Rd. – Crash
- 6-08-19 – 6200 Grissom Rd. – Assault with Bodily injury
- 6-08-19 – 6200 Grissom Rd. – Theft of a Vehicle
- 6-08-19 – 6100 Bandera Rd. – Suspicious activity
- 6-08-19 – 5600 Evers Rd. – Burglary
- 6-08-19 – 6100 Wurzbach Rd. – Alarm
- 6-08-19 – 5900 Bandera Rd. – Crash
- 6-09-19 – 6300 Balky – Burglary of a Vehicle
- 6-09-19 – 5600 Evers Rd. – Attempt Suicide
- 6-09-19 – 5600 Grissom Rd. – Theft \$100-750
- 6-09-19 – 6300 Evers Rd. – Suspicious vehicle
- 6-09-19 – 7000 Bandera Rd. – Alarm
- 6-09-19 – 7000 Bandera Rd. – Alarm with open door
- 6-09-19 – NW Loop 410 @ Bandera Rd. – Suspicious person
- 6-09-19 – 6600 Bandera Rd. – Crash
- 6-09-19 – 6400 Red Jacket – Criminal Mischief
- 6-09-19 – 5700 Bandera Rd. – Crash
- Traffic Citations - 88
- Warnings – 49
- Cases Filed by CID: Four (4):
 - Three (3) misdemeanor Family Violence
 - One (1) misdemeanor Theft \$100-750
- CID Activity/Active Investigations
 - Detectives are actively working two (2) sexual assault child case (known suspect) family
 - CID working an Identity Fraud and Credit card abuse case
 - CID is working felony Theft Case
 - CID is working felony Criminal Mischief case

- Three active organized crime investigations continue
- CID is working two hit and run accidents
- Six statements were taken by detectives
- Ongoing meetings with the District Attorney's Office
- Detectives met with special prosecutor for a 2004 murder case
- Downloaded eight (8) videos for District Attorney's Office
- Fourteen (14) walk in complaints were handled
- Five sets of latent prints submitted to SAPD I.D section for analysis
- Code Enforcement
 - (05) Junked/abandoned/illegal vehicles
 - (32) Grass/weed violations were handled
 - (15) Building violations/complaint
 - (10) Trash complaints
 - (32) Bandit signs
 - (01) Graffiti complaints
 - (02) Pool Violations
 - (01) Noise Complaints
- Animal Control
 - (07) Missing pet calls
 - (06) At large dog calls
 - (01) Dead skunk
 - (05) Dead deer were picked up
 - (08) Wild animal (racoons)
 - (02) Feral cat was trapped and released
- Traffic Unit
- Active traffic assignments include school zones before and after school neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln, Leon Valley Elementary (14 citations issued), 6600 Bandera at the Walgreens, Bandera/Seneca, Evers Rd, Poss/Forest and Linkwood (2 citations).
- Traffic Unit Reporting Period Activity:
 - Moving Violations 52
 - Non-Moving Violations 00
 - Warnings 36
 - Vehicles Impounded 05
- Special Assignment:
 - Officers Azar and Parra were on special assignment for a building audit. The building audit survey has been completed with 380 businesses being contacted.
 - Traffic STEP Grant
 - Hours worked 4
 - Citations Issued 33
- Impound Lot
 - Vehicles Towed: 31
 - Traffic: 26
 - Arrest: 03
 - Violation City Ordinance: 02
- Training
 - Officers Hernandez and Flores attended Civilian Interaction class.
 - CID personnel attended District Attorney's gang meeting/training.
 - Officer Rodriguez and Barron attended Citizen Interaction training.
 - All members of the department completed Legislative Update training.
- Volunteer Activity

- Six officers joined with members of the Methodist Children’s Hospital to raise \$1500 for the Rowan Wyndam Food Bank Cereal Drive.
- The members of the department set up and executed the third annual Junior Law Enforcement Competition. The competition enjoyed 18 teams of four from various schools and police explorer posts from throughout the region.
- Several members of the department continue to support South Texas Special Olympics as board members and event coordinators.
- Chief Salvaggio and Asst. Chief Saucedo continue to make meetings as board members of the Marshall Law and Medical Magnet School.

Fire Department

- **Fire Recovery USA Cost Recovery**– The Fire department has received an incident recovery total collection in the amount of **\$37,714.14** to date with 48 active runs, and 4 denials by insurance companies.
- **Emergicon (EMS)** – The Emergicon collection was in the amount of **\$30,239.04** with 66 incident runs completed for the month of May 2019.
- **Radio Command Center (training and implemented)**– We previously installed Computer Aided Dispatch Software (CAD) this allows Bexar County dispatch service and a regional software system to interface with our Emergency Management Services patient care program. The dispatch information displays on our computers mounted in our emergency vehicles providing information quickly to accompany the Bexar County Public Safety Communications Center radio transmission. Currently, we implemented a Radio Command Center within the fire station comprising of a large format computer monitor, keyboard, mouse, charging radio stations, and radios mounted on a joker stand. The purpose of this Radio Command Center pending 911 alerts to display on the large format computer monitor providing quick visual access while in the fire station, prior to receiving the 911 dispatch communication radio call. All of the following provides immediate, accurate, and reliable information for responding to emergency situations. Every second counts and providing the appropriate resources as quickly as possible may be the difference between life and death. (Note: Captain Morgan’s father built and donated the “Joker Stand” housing the Radio Command Center with cabinets to remain organized and store our Emergency Vehicle Inventory Checklist binders. Fire Station Trivia “Joker Stand” In its heyday, the Joker Stand was the heartbeat of the Fire Department. All communications between the Fire Alarm Offices and the Firehouses were sent over this ingenious multi-function electrical system. Companies were dispatched on various grades of alarms, upgrades were transmitted, and company returns to quarters were part of this system for 94 years.)
- **Leon Valley Firefighters rescue kittens trapped in pipe using shop vacuum! (community service)** – Leon Valley firefighters got creative Saturday as they worked to rescue newborn kittens trapped in a drainage hole at the vacant building adjacent to the Taco Bell. The manager reported there were trapped kittens to the nonemergency police line for assistance rescuing the trapped kittens. The Taco Bell employee has adopted the kittens and has named them Taco and Bell. Please see news report, <https://www.ksat.com/news/watch-leon-valley-firefighters-rescue-kittens-trapped-in-pipe-using-shop-vacuum>.
- **National Fallen Firefighters Foundation Certification (training)**– Congratulations to Reuben Salas for his Certification of Completion of “**Courage To Be Safe** on the Fire Hero Learning Network”. The National Fallen Firefighters Foundation offers a variety of training for the fire service including courses on community risk reduction, firefighter behavioral health, firefighter Local Assistance State Team (LODD) prevention, and LODD preparedness.
- **Career Day 2019 Leon Valley Elementary (community service)** - Career Day is an annual tradition and comprised of several volunteers speaking about their career field. The students visited different classrooms and receive valuable insight regarding each career. The career volunteers this year consisted of a Leon Valley Firefighter, Leon Valley Police Officer, HEB employees, Airline employees (Flight Attendant, Administrative Support, Operations Agent, and Ground/Airport Station Attendant), SWAT,

Chefs, and a dentist. This program provides students with a dynamic and tangible experience that facilitates a connection between their academic pursuits and professional endeavors in the future. Additionally, Career Day provides a platform to develop meaningful connections between the students, teachers, alumni, parent, friends as well as career volunteers. Career Day is one way to encourage students to explore their interests and passion, better understand themselves, their community, and the world. Thank you to Leon Valley Elementary for the annual invitation. Thank you to all the volunteers from various businesses for your investment to our children's future! It Takes a Village! *(Thank you to LV Fire Dept. Hello Everyone! Once again, thank you for being part of our Career Day this year! Students and staff had a wonderful time. Please know you made a difference today, sparked curiosity or simply empowered someone to dream big!!! Take care and until next time!- Mr. Torres, Leon Valley Elementary Professional School Counselor)*

- **EMT Intravenous (IV) Therapy Training (training)** -The Leon Valley Fire Department is continuously training to improve our skills as well as to continue to learn. Today they assisted a new firefighter with the foundation for clinical practice EMT Intravenous (IV) Therapy training as a team. This consists of practicing the assessment, management of patients and successfully complete IV insertions with the goal of providing excellent service to our patients. Overall, demonstrating critical thinking skills, decision making skills, and assessment-based patient care.
- **Big Rig Petting Zoo (community service)** – The Fire Department participated in the annual Big Rig Petting Zoo Monday June 10th at 10:30 am displaying our ambulance and fire truck as well as Sparky made his cheerful appearance. Additional vehicles consisted of the Tiger Sanitation truck, Police Department cars, Public Works vehicles, and the How to know to Go unit. This program allows families to get up close, touch, and explore vehicles and equipment located in the park area between the Library and Community Center. 801 attendees this year!
- **Credit Systems International (EMS)** – CSI is our professional debt recovery solutions collections company. Emergicon transitions these delinquent accounts to CSI identified as primary bad debt accounts with balances over \$50.00 that are between 31 days and two years in age from the date of service. According to history businesses will only collect 20 to 60 percent of receivables once they are 90 to 120 days old. CSI has collected **\$17,837.44** since June 2017 to date.
- **Leon Valley Automobile Accident Extrication** - A vehicle was found upright with severe damage to the front of the vehicle after hitting a metal pole by the Bandera and El Verde traffic light. The patient was trapped in the vehicle requiring extrication from the vehicle and transported priority one to university hospital. No additional vehicles were involved.
- **Leon Valley Fire Department High School Student Mentorship (training and community service)** Maria Villafruenca who attends Marshall High School participates in the Independent Study Mentorship (ISM) program that allows students to find a mentor in any career field and have a year-long mentorship. We are extremely pleased Maria chose the Leon Valley Fire Department for her mentorship. Throughout the year the student experiences the work life of the career they chose. This course exposes students to career fields and prepares them for the real world. Additionally, mentoring provides the mentee validation, and inspiration to gather courage to pursue their goals and passion with a purpose and direction. Mentoring may also help foster relationships between incoming applicants, new recruits the goal is students become fire fighters or get involved in emergency response service.
 - Captain/Deputy Fire Marshal Burnside has been providing mentorship for Maria by way of her job shadowing his responsibilities, providing direct communication such as answering pertinent questions, relevant knowledge, wisdom, and experience related to her field of study. Further, she has learned about fire prevention, business fire permit procedures, fire inspections, and the many different parts that make a municipality functional. This has been a mutual opportunity exchange as Maria has provided an abundance of assistance to Captain Burnside and the fire station assisting with various projects. Maria has recently passed her National Registry of Emergency Medical Technicians Basic (NREMT) and will be graduating high school June 10, 2019. **Congratulations Maria Villafruenca from the Leon Valley Fire Dept!** We are extremely proud of you, your dedication to pursuing your dreams amongst your radiant spirit. Please let us

know if we may provide additional assistance. Our future is in great hands and we consider you an honorary member of the Leon Valley Fire Dept! Congratulations to all Graduates!!!

Community Development Department

- Zoning Commission
 - The Zoning Commission held a regular meeting on Tuesday, May 28, 2019. The following items were considered:
 - Discussion and feedback regarding the establishment of a PD, Planned Development Zoning District classification in Chapter 15, Zoning Ordinance of the City Code.
- The next regular Zoning Commission meeting is tentatively scheduled for Tuesday, June 25, 2019. The following items are tentatively scheduled for consideration:
 - Establishment of a PD, Planned Development Zoning District in Chapter 15, Zoning Code, of the City of Leon Valley Code of Ordinances.
- Board of Adjustment
 - Staff has received a request for a variance at 6617 Evers Road. This request is currently on hold pending the outcome of the associated zone change and SUP for this property.
 - The Board of Adjustment held a special meeting on Thursday, June 6, 2019 in order to hold an executive session to discuss pending litigation.
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
 - Staff has received a replat of the property currently occupied by John Marshall High School. The purpose of the replat is to remove an existing easement that will facilitate the reconstruction of their library.
- Permitting and Records
 - 46 Walk-in Customers
 - 70 Building Permits Issued/Processed (including trade permits)
 - Received 25 Certificate of Occupancy Applications
 - Issued 3 Certificates of Occupancy

Economic Development

- Conference call with Dale Mannes, owner of 7126 Bandera and 7128 Bandera concerning ED project
- Facilitated 2019 Business Audit team meeting - 05/28/2019, 06/04/2019, 06/11/2019
- Facilitated Sign Code Update Advisory Committee meeting - 06/10/2019
- Facilitated ONIT meeting – 06/12/2019
- Attended ACOG Economic Development Workshop – 05/29/2019
- Meeting with NISD representatives concerning progress of Certificate of Occupancy for NISD facilities – 06/10/2019
- Enforcement:
 - 7121 Bandera – Letter – Notice of violation for garbage service
 - 6412 Bandera – Letter – Notice of violation for debris
 - 6416 Bandera – Letter – Notice of violation for debris
 - 7325 Reindeer Trail – Letter – Notice of violation for high weeds
- Fire and Zoning Inspections:
 - 5504 Bandera #303 – Aston Martin, LLC – FAIL

- 6812 Bandera #203 – Falcon Insurance
- 5411 Bandera #301 – Ventra Furnishings
- 5504 Bandera #202 – Air Rey Service
- 5712 Wurzbach – Adiba Grocery
- 6100 Bandera #410 – Primerica
- 6502 Bandera #107 – Jovana Rehabilitation Medicine and Pain
- 6502 Bandera #102 – Jovana Rehabilitation Medicine and Pain
- 6100 Bandera #101 – Synergy Elite
- 5504 Bandera #303 – Aston Martin, LLC
- 6812 Bandera #211 – Ismael Robert Diaz Insurance Agency
- 6502 Bandera #110 – Immigration Complete
- 6324 Bandera – Knapheide Truck Equipment
- 6420 Bandera #A&B – Nora’s Agency Insurance and Business Services
- 5332 Blackberry – Small Office Services
- Stop Work Orders:
 - None issued
- Economic Development Points of Contact
 - Jacob Villarreal, PE – Northside Independent School District
 - Robert Boyd – Primacore Solutions
- Businesses that Received Certificates of Occupancy
 - West SA Mattress- 4700 Timco W Ste 104
 - Quick N Fast 6325 Bandera
 - SS Wireless 5601 Bandera Ste 115

City Secretary

- Since the last report, the City Secretary’s Office has received 20 open record requests. The requests were for: permit information, Red Light Camera items, Staff/City Council emails, Staff training records, dash cam videos, body worn cam videos, police reports, accident reports, election records, EMS reports, and witness statements.
- Spent a lot of time gathering and printing documents responsive to open record requests.
- Worked with Special Events Coordinator on the July 4th event – recruitment of food trucks; discussed necessary final preparations.
- Prepared, posted and drafted City Council agendas and minutes.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Building Maintenance:
 - Had new signs made for City Hall to replace paper ones that were taped to the windows.

Library

- Summer Reading Kickoff/Big Rig Petting Zoo was a HUGE success with 801 attendees. Public Works, Fire, Police, Tiger Sanitation, and VIA all participated. This was record breaking attendance at a library event.
- We are partnering with a local LEGO group to bring a multi-day LEGO event to the library. The group will provide large sculptures they’ve made with LEGO and LEGO Corporate will provide all the bricks for the event. Looking into July or August potentially, dates are TBA.
- Tuesday, July 16 The Library is participating in a Global Rocket Launch to commemorate the 50th anniversary of the Apollo 11 launch. Attendees are encouraged to bring any rockets they have or come make one start at 2pm. We will launch as a group at 3pm and hope to aid in breaking a World Record for number of rockets launched in one day. Partnership with US Space and Rocket Center.
- Partnership with SMASH Dance in Leon Valley to create a Fortnite Dance Event for kids ages 8-13. SMASH is donating time and instructors. Date will be in July.

- The Library has received a “grant” from the Writers League of Texas and has been awarded a FREE “Texas Writes” workshop. It will be held Saturday, November 9 from 10 a.m. – 1 p.m. The Writers League will do advertising in newspapers, provide food and drink and all presenters/authors.
- New computer security and time management software, upgrades to Office 2019 and two new public computers has been started. The first phase is done and as Windows 7 computer are replaced, the upgrades will continue. The goal is by November 2019 to replace six computers and have all the updates/upgrades in software complete.
- Upcoming big events at the library
 - Tuesday, June 18 at 10:30 a.m.: FREE Concert with Joe McDermott in Conference Center.
 - Tuesday, June 25 at 10:30 a.m.: A Cow Visits the Library – SW Dairy Farmers.
 - Tuesday, July 9 at 10:30 a.m.: Happy Tails Exotic Animals in the Conference Center.
 - Wednesday, July 17 at 10:30 a.m.: Magical Fun and Dental Health. (magician dentist!).
 - Saturday, July 20 at 10:30 a.m.: Summer Reading Wrap Up Event.

Upcoming Events:

- Special City Council Meeting begins at 5:30 p.m. on Tuesday, June 18, 2019. Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, June 18, 2019.
- Next Special City Council Meeting Tuesday, July 2, 2019, at 5:30 p.m.
- The following Regular City Council Meeting Tuesday, July 9, 2019, at 6:00 p.m.
- July 4th Parade, July 4, 2019, at 9:30 a.m.; followed by the July 4th Festival at 5:00 p.m., at Raymond Rimkus Park.
- Library Summer Reading Special Events:
 - Global Rocket Launch World Record Breaking Event, Tuesday, July 16, 2019, from 2:00 p.m. to 3:30 p.m., at Veterans Memorial Park (green outside the library)
 - Tuesday, June 18, 2019, at 10:30 a.m. - Joe McDermott Concert in the Conference Center. Joe is a children’s recording artist and is an excellent concert – very engaging for children and adults!
 - Tuesday, June 25, 2019, at 10:30 a.m. - SW Dairy Farmers bring their mobile classroom and a COW to the library!
 - Tuesday, July 9, 2019, at 10:30 a.m. – Happy Tails Exotic Animal Show in the Conference Center.
 - Wednesday, July 17 at 10:30 am: Magical Fun and Dental Health. (magician dentist!).
 - Saturday, July 20 at 10:30 am: Summer Reading Wrap Up Event.
 - Fortnite Dance Event, (learn Fortnite dances from SMASH) Friday, July 26, 2019, from 2:00 p.m. to 3:00 p.m., at the Leon Valley Conference Center
- Coffee with the Mayor and City Council, Saturday, July 20, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Coffee with the Mayor and City Council, Saturday, October 26, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Annual Town Hall Meeting, Saturday, January 25, 2020, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Coffee with the Mayor and City Council, Saturday, May 23, 2020, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Soap Box Derby, Saturday, October 12, 2019, from 8:00 a.m. until 5:00 p.m. on Evers Road and the Leon Valley Community and Conference Centers
- Grandparent's Day Concert featuring Beethoven Concert Band - Sunday, September 8th, 2019, Time: TBA
- Soap Box Derby, Saturday, October 12, 2019, from 8:00 a.m. until 5:00 p.m. on Evers Road and the Leon Valley Community and Conference Centers.
- Halloween Party October 26, 2019, at the Leon Valley Community Center and Leon Valley Library from 9:00 a.m. to 2:00 p.m. Events are as followed: 9:00 a.m. -12:00 p.m. Arbor Day Tree Adoption on

the Community Center Porch, 9:00 a.m. - 2:00 p.m. Trash to Treasure sale at the Community Center by Northwest Seniors, 10:00 a.m. - 11:00 a.m. Pet Costume Contest on the Grass area in front of the Community Center, 10:00 a.m. - 12:00 p.m. Library Halloween Fall Festival

- Annual Breakfast with Santa on December 7, 2019, at the Community Center Sponsored by the Friends of the Leon Valley Public Library and the Leon Valley Public Library from 8:00 a.m. - 10:30 a.m.
- Committee Meetings:
 - The Citizen Police Advisory Committee will be held at 6:00 p.m. on June 19, 2019, at City Hall.
 - Zoning Commission meeting will be held at 6:00 p.m. on June 25, 2019, at 6:00 p.m. at City Hall.
 - The Earthwise Living Committee will be taking a summer break and return September 11th, 2019.